

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Abuja, Nigeria	2. AGENCY USAID	3a. POSITION NO. 356072100193
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION	
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____	
<input checked="" type="checkbox"/> b. New Position	
<input type="checkbox"/> c. Other (explain):	

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: HCTM/OHCL, Reviewed by AAppeal	USAID Project Management Specialist (Social Behavior), FSN-4005	FSN 10	<i>Jane L. Huang</i>	Digitally signed by Jane L. Huang Date: 2016.04.04 09:29:00 -04' 0'
b. Other:				
c. Proposed by Initiating Office:	USAID Project Management Specialist (Social Behavior)- FSN 4005	11		

6. POST TITLE POSITION (if different from official title) Social and Behavior Change Communications Specialist	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Health, Population and nutrition Office	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate FAR standards.
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Social and Behavior Change Communications Specialist (SBCC) Project Management Specialist provides technical and programmatic SBCC expertise to the HPN Office under the supervision of the Health Population and Nutrition (HPN) Office Director or his/her designee. The main responsibilities of the position are project management and provision of SBCC technical knowledge to members of the HPN Office. This includes acting as an Agreement Officer's Representative (AOR)/Contracting Officer's Representative (COR) for bilateral agreements or contracts and as an Activity Manager for field support activities, participating in the design of new programs and projects, evaluating on-going programs, advising USAID/Nigeria and other stakeholders on best practices for SBCC, participating in relevant sector-wide technical working groups with the MOH and other donors, and helping USAID/Nigeria to integrate health communication and SBCC activities into malaria; family planning/reproductive health (FP/RH); and maternal, newborn, and child health (MNCH) programs. The SBCC Project Management Specialist will work with other SBCC experts in USAID/Nigeria's HIV/AIDS and Education Offices to integrate health messages into their activities.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****a. Technical Advice and Advocacy –****60%**

Serves as a subject matter expert and point of contact within HPN and USAID/Nigeria for all matters related to SBCC for malaria, FP/RH, and MNCH activities. Ensures technical and programmatic synergy within the HPN Office, between HPN and other USAID programs, and between USG and other development partners, by facilitating the exchange of technical information and identifying and fostering opportunities for partnership. Participates as a USAID/Nigeria representative and expert in national-level technical, programmatic, and policy meetings, and in consultations with other donors, government officials, and HPN implementing partners. Reviews annual work plans produced by HPN implementing partners to ensure appropriate inclusion of SBCC activities and to ensure that the planned activities will result in increased demand and use of malaria, FP/RH, and MNCH services. Reviews all quarterly, annual, and special reports and surveys to ensure proper reporting on SBCC output and outcome indicators.

Develops strategic documents and guidelines to integrate SBCC activities into other Mission activities, including HIV/AIDS, education, and USAID programs in conflict-affected areas in Nigeria. Advocates for increased attention and funding for SBCC in HPN and Mission programs in order to achieve targets and goals.

Supports PMI staff, the HPN Office, and the Mission in developing the Malaria Operational Plan and malaria portions of the Agency Operational Plan, as well as SBCC-related portions of the Health Implementation Plan and Performance Plan and Report. Responds to reporting requirements and requests from within the Mission, and from USAID/Washington and others, as needed.

b. Program/Project Management –**40 %**

Serves as an AOR/COR and program/project/Activity Manager for SBCC activities in the HPN Office.

Provides review and approval of work plans, budgets, performance monitoring plans, quarterly and annual reports, and other key documents for USAID-supported projects. Provides guidance on new program initiatives, drafts program documents to secure funding and implement activities, and manages the relationships between USAID/Nigeria and HPN implementing partners. Provides technical assistance in capacity building, planning, implementing, monitoring, and evaluating key USAID governmental and non-governmental partners, in order to ensure that they develop measurable plans and objectives for implementation of innovative SBCC activities.

Employs skills and expertise in financial and program management to provide oversight and ensure that USAID-supported programs achieve anticipated results; are linked to and enhance attainment of HPN and FMI objectives, which are aligned with the Government of Nigeria priorities; and are implemented within the framework of U.S. Government foreign assistance policies. Conducts regular site visits to monitor progress of activities and provide technical and programmatic recommendations.

Ensures that implementing partners receiving malaria funding are compliant with PMI regulations and that those receiving family planning funding are compliant with U.S. government FP policies.

c. Other –

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Candidate must have a minimum of a Bachelor's degree in one of the following disciplines: public health, psychology, sociology, anthropology or other advanced degree with a concentration in SBCC. University-level course work and/or other professional training in SBCC is required.
- b. **Prior Work Experience:** A minimum of 5 to 7 years of progressively responsible professional experience working in health, particularly malaria, MCH and/or FP in Nigeria is required. Three years of this experience should be in the planning, development, implementation, and evaluation of integrated health programs for JS Government, other donor organizations, or Nigerian public or private sector institutions. Three year professional experience developing, executing and evaluating SBCC is required. Demonstrated state-of-the-art knowledge related to the delivery of health, population, and nutrition services and experience working or collaborating with other donors, governments, and/or international organizations is required.
- c. **Post Entry Training:** On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods, including PMI and FP policies, procedures, and regulations, the Automated Directives Systems (ADS), Mission Orders, and database planning and reporting. Formal AOR/COR certification courses will be provided, and program/project management and other appropriate training courses will be made available, subject to course offerings and the availability of funds.
- d. **Language Proficiency (List both English and host country language(s) proficiency requirements by level (I, II) and specialization (sp/read):** Level IV (fluent) English oral and writing ability is required, and a good working knowledge of one or more local languages, such as Hausa, is highly desired.
- e. **Job Knowledge:** State-of-the art, specialized knowledge of technical and programmatic approaches in public health, SBCC, program management strategies, and monitoring and evaluation methods is required. A demonstrated knowledge of the concepts, principles, techniques, and practices of Nigerian malaria control, MCH or FP/RH policies and programs is required. A thorough knowledge of Nigerian economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health in Nigeria, including current trends and directions, is desired.
- f. **Skills and Abilities:** Must be able to work effectively with mid- and senior-level public and private sector officials from the Government of Nigeria (GoN) and implementing partners (IPs). Must be able to work effectively in a team environment, and coordinate well with others. Must be able to develop effective and collaborative manager-to-manager relationships with IPs. The work requires excellent writing and computer skills, in order to develop presentations, reports, etc. Diplomacy, tact, cultural sensitivity, and team participation are required, in order to establish and maintain effective working relationships within USAID/Nigeria, and with the Nigerian public and private sectors. Excellent organizational skills, and the ability to multi-task and stay organized in a complex, frequently changing environment is a requirement. Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.